Fall Activities for Upcoming STAAR Administrations

September 17, 2019

Housekeeping

- If you have problems hearing the presentation, dial in on a telephone. Dial–in information:

  - in the *Meeting Information* icon at the top–left of the screen

  - in your registration email

- Dialing in for audio is recommended for best sound quality.

- All attendees' lines have been muted due to the high number of participants.

- For questions or comments, use the "Q&A" function.

Webinar Recording

- This webinar is being recorded and will be posted to https://texasassessment.gov/administrators/training/ by the end of next week.

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Objectives

Today's session will cover the following topics:

- Key Resources

- Registration

  - Retesters

  - Braille

  - OOD/OOS

- Registration Reminders

- Precode Verification Report

- Late Precode Orders

- Initial Materials

- Training

Key Resources

Key Resources

- STAAR Assessment Management System Help Documentation
  - [STAAR Assessment Management System User's Guide](#)
  - [STAAR Assessment Management System User Roles and Permissions Matrix](#)
  - [2019–2020 Data File Format for Student Registration](#)
- District and Campus Coordinator Resources
- 2019–2020 Calendar of Events
- Email Communications to Districts
  - [STAAR–DO–NOT–REPLY@staarsupport.ets.org](mailto:STAAR-DO-NOT-REPLY@staarsupport.ets.org)
  - Don't forget to check email and spam filters!
  - Available in the District and Campus Coordinator Resources
- Website
  - https://www.texasassessment.gov/
  - https://tea.texas.gov/student.assessment/

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Roadmap to Success

Add the [2019–2020 Calendar of Events](#) to your personal calendar.

Changes:
- Removed Participation Counts
- "Districts submit registrations for STAAR and STAAR Alternate 2 paper materials" window includes orders of precodes and test materials
- Added Districts register campuses as OOD/OOS test sites windows
- Added ADPL submission dates

Roadmap to Success

Preparation Activities for Administration of STAAR® Online Testing

Refer to the [Quick Guide to Online Testing](#) document for important information about online testing preparation activities.

Registration

Registration

- Beginning with the December 2019 administration, quantities of secure test materials and precoded answer documents will be based on the paper registrations in the Assessment Management System at the close of the "Districts submit registrations for STAAR and STAAR Alternate 2 paper materials" window.

- Districts should identify students needing large print or oral administration materials directly in the student's test registration.

  - *Students > View & Edit* or,

  - In the "Test Version Code field" (AW) of the bulk registration file enter:

    - "X" for Large Print

    - "Y" for Oral Administration

Registration

- Districts must register first–time testers prior to each administration.
  - Two methods for registering
    - *Students > Register*
    - *Students > Upload*

- Students who have not met the standard for one or more STAAR EOC assessments during the previous two administrations will automatically be registered for the next applicable EOC administration with the same demographics, testing mode, testing campus, and enrolled grade.

Registration – (UI)

Students > Register

- **Two-Step Process**

  - Step 1 – Create Profile by entering the student PEIMS ID

    - Enter the student's identifying information, campus information, and demographics

  - Step 2 – Add Tests

    - Make selections in the Subject, Mode, Registration Type, Testing Campus, Online Testing Group, Braille Indicator, and Personal Needs and Preferences (PNP) supports (for online tests only) fields as necessary.

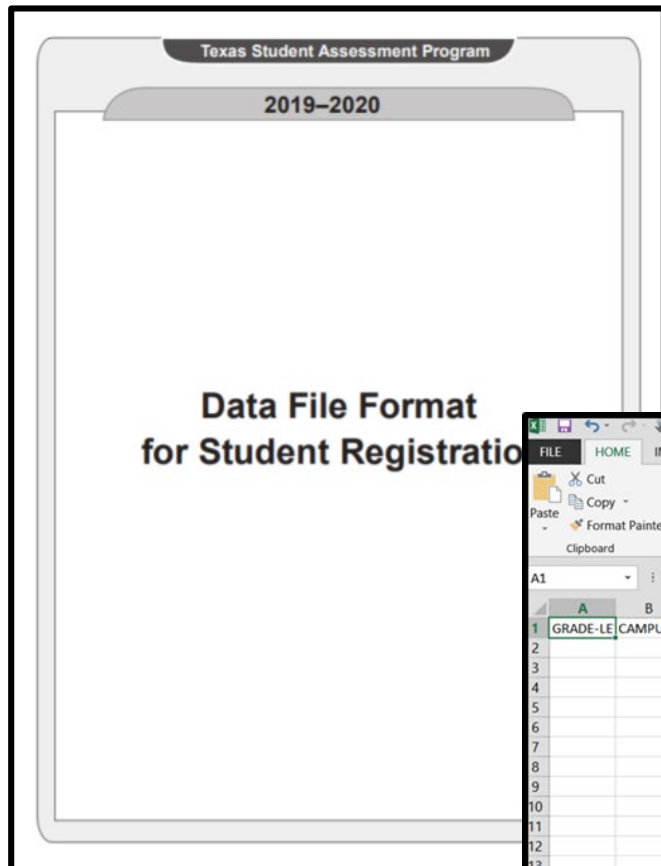# Registration – *Students > Upload*

- [Registration File Layout](#)

- Registration Resources
  - [2019–2020 Student Registration Header Template](#)
  - [2019–2020 Data File Format for Student Registration](#)

Registration – *Students > Upload*

- *2019–2020 Data File Format for Student Registration*

- *2019–2020 Student Registration Header Template*

NEW: The STAAR Summative and Interim assessments share the 2019–2020 registration header template and registration document.

Registration – *Students > Upload*

- 2019–2020 Student Registration Header Template (blank template)

- Refer to [Upload Student Registrations](#) section of the STAAR Assessment Management System User's Guide for complete registration instructions.

Registration – *Students > Upload*

Always verify the status of your district's upload file

- **Filename –** click on file name to download/retrieve file that was uploaded
- **Uploads –** indicates the fraction of records that successfully uploaded

Status

✅ All records successfully uploaded

🟡 Some but not all records successfully uploaded

❌ No records successfully uploaded

#	Date ▲	Filename	Status	Test Administration	User ID	Uploads	Errors	Conflicts	Actions
1	08/23/2018	districtReport_(43).csv	✅	2018 DEC STAAR EOC A1-BI-E1-E2-US	TUser121	3/3	0	0	🗑
2	08/23/2018	districtReport_(43).csv	🟡	2018 DEC STAAR EOC A1-BI-E1-E2-US	TUser121	2/3	1	0	⬇ 🗑
3	08/23/2018	StudentSearch.csv	✅	2018 DEC STAAR EOC A1-BI-E1-E2-US	TUser121	20/20	0	0	🗑
4	08/23/2018	Off Grade Upload.csv	✅	2018 INT 3-8 Opportunity 1	MTaylor005	4/4	0	0	🗑
5	08/21/2018	C:\Users\sbrahmajosyula\Documents\Texas\Student...	✅	2018 INT 3-8 Opportunity 1	SBrahmajosyul001	2/2	0	0	🗑
6	08/21/2018	C:\Users\sbrahmajosyula\Documents\Texas\Student...	✅	2018 INT 3-8 Opportunity 1	SBrahmajosyul001	2/2	0	0	🗑
7	08/15/2018	TEAG5R.csv	✅	2018 INT 3-8 Opportunity 1	RRabinReed	12/12	0	0	🗑
8	08/13/2018	TEAG8R.csv	✅	2018 INT 3-8 Opportunity 1	RRabinReed	12/12	0	0	🗑
9	08/13/2018	TEAG5R.csv	✅	2018 INT 3-8 Opportunity 1	RRabinReed	12/12	0	0	🗑
10	08/13/2018	TEAG6M.csv	✅	2018 INT 3-8 Opportunity 1	RRabinReed	24/24	0	0	🗑
11	08/13/2018	INT3-8082018P_3-5_Spanish_allPNP.csv	✅	2018 INT 3-8 Opportunity 1	ailtiqhar002	24/24	0	0	🗑
12	08/13/2018	INT3-8082018P_3-5_Spanish_allPNP.csv	✅	2018 INT 3-8 Opportunity 1	ailtiqhar002	24/24	0	0	🗑
13	08/13/2018	Tx Student Upload 2018 Interim Template_(15).csv	❌	2018 INT 3-8 Opportunity 1	TUser121	0/	1	0	⬇ 🗑

Registration – *Students > Upload*

Errors – indicates the number of errors in the file upload

Conflicts – indicates the number of conflicts in the file upload

Actions:

Download Errors – downloads an error report detailing the row number(s) in the upload file containing errors and the cell that contained the error

Delete File – deletes upload file record from list – this action will not affect any records that were successfully uploaded.

- Not recommended – removal of the upload file entry may prohibit investigation of errors and warnings.

Registration – Students > Upload

Errors occur when data entered does not conform to data file specifications

- *Uploaded File: Errors*
  - Indicates the column(s) containing errors
  - Indicates the error type
  - Indicates the number of rows (records) with an error
- Clicking on specific errors reveals:
  - Row # with error
  - Associated PEIMS ID
  - Invalid data entry

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Registration – Students > Upload

Conflicts occur when there is a mismatch between uploaded student data and Student Directory information.

- *Uploaded File: Conflicts*
  - Indicates the column(s) containing a conflict
  - Indicates the conflict type
  - Indicates the number of rows (records) containing a conflict

- Clicking on specific conflicts reveals:
  - Row # with conflict
  - Associated PEIMS ID
  - Invalid data entry

Registration – Students > Upload

Review the *Registration for New DTCs* webinar, recorded on September 10, 2019, for a complete walkthrough of the registration process for the 2019–2020 school year.

Registration– Retesters

Registration – Retesters

- Retester verification roster available for the following administrations:

  - All EOC administrations

  - May Grades 5 & 8 mathematics and reading retest

  - June Grades 5 & 8 mathematics and reading retest

- **Best Practice:** download and save the "Retester verification roster available" on the date listed on the Calendar of Events *before* registering new students or making any updates to existing registrations.

Registration – Retesters

- "Retester verification roster available" for the December EOC administration in the Assessment Management System beginning August 12, 2019.

- Students who have not met the standard for one or more STAAR EOC assessments during the previous two administrations will automatically be registered for the next applicable EOC administration with the same demographics, testing mode, testing campus, and enrolled grade.

Registration – Retesters

- Downloading the "Retester verification roster"
  - *Reports > Students*

Considerations

- How is the district's data managed?

- Were the grade levels, demographics, and testing modes for retesters updated?

- Do students need new or different Personal Needs and Preferences (PNP) accommodation codes?

- Have new registrations been submitted (first–time testers, students new to Texas public schools, etc.)?

- Are student transfers complete?

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Registration – Braille

Registration – Refreshable Braille

Beginning spring 2019, students are able to test online for some grades/subjects with an accommodation for a refreshable braille display and screen reader.

- B = Refreshable Braille Display and Screen Reader
    - English I, English II, and U.S. History
    - Reading (grades 3-8), writing (grades 4&7), and social studies (grade 8)
        - English language only
    - Refer to the Braille designated support policy for eligibility requirements

Registration – Refreshable Braille Retesters

- Students who were registered with the Refreshable Braille accommodation, and who have not met the passing standard for one or more tests, are automatically rolled over as online testers and **must** be changed to paper.

- Students testing refreshable braille need the paper test booklet to answer questions with tactile graphics.

- **Best Practice:** Wait until the close of the "Districts submit paper registrations for STAAR and STAAR Alternate 2" window and switch the student to online with the PNP accommodation code for Refreshable Braille Display and Screen Reader (B).

Registration – Braille

- Register students to test on paper.

- Edit the Tests tab to reflect the braille form needed via *Students > View & Edit*.

    - UEB – Contracted or Uncontracted

- To ensure correct braille materials are received with a precoded answer document, the step above must be complete by close of the precode window.

- **Reminder:** Registrations for braille retesters are rolled over as paper; districts **must** indicate the needed braille version via *Students > View & Edit*.

Registration – Braille

- The Braille kit includes the following items:

    - One test administrator test booklet

    - One student test booklet

    - One answer document

    - Specific Braille Instructions (SBIs)

    - General Instructions for Administering Braille Versions of State Assessments document

- **Reminder**: If a district needs to order braille or embedded supports materials (for Braille testers ONLY) after the close of the precode registration window, contact the Texas Assessment Support Center.

Considerations

- Is there value in using group names?

- Are all above-grade level students registered correctly?

- Are there junior high or middle school students that need to be registered for EOC subjects?

- Are all students needing braille registered with the correct braille indicator in their profile?

- What if changes are needed after the close of the precode registration window?

Out-of-District and Out-of-School (OOD/OOS)

Registration – OOD/OOS Overview

- Districts may elect to register campuses as OOD/OOS test sites for December, April, May, and June EOC and June grades 5 and 8 mathematics and reading administrations.

- A separate form must be submitted for each test site.

- Registered test sites do not carry over from one administration to another.

- Campuses that are not registered as OOD/OOS test sites may still allow OOD/OOS students to test but no precoded or preloaded information will be available. Students will have to be manually registered for online tests or provided hand–gridded answer documents for paper tests.

- **NEW:** Test site registration dates are published in the Calendar of Events on the "Districts submit OOS/OOD test sites" line.

OOD/OOS Test Site Registration

- Campus address auto–populates with mailing address on file in AskTED.

- Districts must ensure address provided is the correct <u>physical address</u> of the test site. If incorrect, address fields may be typed over to make corrections.

- Enter start time for each subject/day the test site will be offering OOD/OOS testing

- DTCs receive a confirmation email identifying the campus, subject(s), and start time(s) submitted.

- Corrections or updates may be made by submitting another form or contacting the Texas Assessment Support Center.

OOD/OOS Test Site Registration

- Registered test sites appear in the OOD/OOS Test Site Directory

- Registered test sites will appear in the Testing Campus dropdown menu if a student's test registration type is set to OOD or OOS (Grade=OOS).

Registration – OOD/OOS Students

- Out–of–district (OOD) student: a current student testing in a district other than his or her home district.

- Out–of–school (OOS) examinee: a tester has completed coursework but has not graduated and is attempting to complete his or her EOC requirements to obtain a diploma.

- OOD/OOS student registration occurs in the same window as the "Districts submit registrations for STAAR and STAAR Alternate 2 paper materials."

- Registration occurs outside of the STAAR Assessment Management System.

- Registration can be completed by a DTC, parent, or student.

Registration – OOD/OOS Examinees

- OOD/OOS registration form is available during the registration window at http://forms.texasassessment.gov/out–of–district–form/.

NOTE: OOD/OOS registration defaults to paper. Districts must edit corresponding registration to online (*Student > View & Edit > Tests* tab).

Registration – OOD/OOS Students

- Registrations are loaded into the Assessment Management System by the end of the precode registration window.

- OOD/OOS testers that walk in without pre–registering may be accommodated at the district's discretion. Walk–in students will have to be manually registered for online tests or provided hand–gridded answer documents for paper tests.

Registration – OOD/OOS

- It is important to register all walk–in OOS examinees in the system, even if they test on paper, to provide the mailing address for the student's score report.

- If an OOD/OOS tester is registered to test in a district, the district will receive a precoded answer document and campus header for proper attribution of the tester's scores.

    - OOD/OOS precoded answer documents will be packaged with the appropriate campus.

Considerations

- Have OOD/OOS test sites been registered as needed?

- Will the district allow walk–in OOD/OOS testers in December?

- Will any district testers need to test out–of–district during the upcoming administration?

Registration Reminders

Registration Reminders

- Use the *2019–2020 Student Data File Format for Student Registration and Precoding* for upload file specifications.

- **NEW:** For 2019–2020, the Texas Student Data System (TSDS) added a new LEP indicator (5). There is no reporting on this field, and it will not be collected for testing. If districts enter a value of 5 in the student registration upload file, the Assessment Management System will return an error as that value is not valid. Districts should use the value 0 in place of the value 5.

- Personal Needs and Preferences (PNP) accommodation codes can be uploaded using the *Test Version* fields.

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Registration Reminders

- Create online testing groups, if necessary.

- If no group name is provided, "NO GROUP NAME GIVEN" will be used.

- Delete student registrations by including a "D" in the *Action–Indicator* field.

- Transfer students by placing an "M" in the *Action–Indicator* field.

  - Move student registrations from campus to campus within a district or between districts.

Registration Reminders

- Home County/District/Campus Code (BH) – home campus

- Campus ID of Enrollment (B) – testing campus
- The home campus will default to the testing campus if left blank in file.
- TX–UNIQUE–STUDENT–ID (BB) has been changed from required to optional. If available, ETS pulls from PEIMS data.

Registration Reminders

- The Groups column (for paper) establishes the precode sort order.
  - The group name field is also used as the default online test group name if no online test group name is provided for a subject.
  - Verify the group names for online and paper registrations prior to the close of the registration window.

Best Practice: When updating existing student registrations or registering new students, include only students whose records are being updated. If uploading all students' records, download the *District Students Home Campus Report* (*Reports > Students*) and make edits to the registration records as needed directly in the file, leaving all other records untouched, and upload back into the system.

Registration Reminders

- Last uploaded data file will override any existing registration information where differences exist.

- All records in the file that do not contain any errors or conflicts will upload successfully.

- Records containing errors or conflicts **MUST** be corrected via the UI or successfully re–uploaded.

- Demographic fields left blank for a student not currently registered (first time student registration) will populate missing data from the Student Directory (PEIMS data), if available.

- Demographic fields left blank for a student already registered will override any corresponding registration data with a null value.

Registration Reminders

- Precoded answer documents received with an incorrect first name, last name, date of birth, or PEIMS ID **MUST** be voided.

  - Hand-grid a blank answer document.

  - Testing with the incorrect information above will result in a record held in resolution. Other inaccurate information can be corrected by hand–gridding the answer document.

Best Practice: Upload local data file in advance of the precode deadline to provide adequate time for investigation and correction of upload errors and warnings.

Registration Reminders

- Group name fields are not overwritten with a blank value.

    - To remove a group name, replace with a new group name or use the phrase "No Group Name Given."

- Group names organize precoded answer documents for ease of distribution.

    - Default sort order: District, Campus, Grade/Subject, Alpha by Last Name, Alpha by First Name

    - Group name sort order: District, Campus, Grade/Subject, Group Name, Alpha by Last Name, Alpha by First Name

Registration Reminders

- TEST FORMAT – EOC (AO) – EOC registrations default to online if no value is entered (blank).

    - The district **must** enter P (paper) in column (AO) by the close of the "Districts submit registrations for STAAR and STAAR Alternate 2 paper materials" window in order to receive a precode and test book for the student.

- Students who require a large print or oral administration test booklet, enter the following values in the TEST VERSION CODE – EOC (AW) column:

    - Y = Oral Administration

    - X = Large-Print accommodation

    - A value of "X" or "Y" in column AW determines the type of test booklet the student will receive.

    - **NOTE:** Districts will receive precoded answer documents for these students and should continue to grid the appropriate coding for large-print and oral administration on the answer document.

Registration Reminders

- Focus on paper testers during the paper registration window; then focus on online testers during the extended online registration window.

- Registering paper testers during the extended window (after the close of precode test registration) will NOT result in precoded answer documents unless the district purchases late precodes.

  - Late registrations for paper testing will require hand–gridded answer documents.

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Registration Reminders

- Begin preparations for registrations; window opens 1/27/2020.
  - PEIMS vs. district supplied (STAAR grades 3–8 administrations only)
  - End–of–Course (district supplied only)
  - Above–grade level testers (including those taking EOC courses)
- Plan for OOD/OOS participation.
  - Look for site registration email.
  - Communicate with any parents or students that need to register.
- **Reminder:** Outstanding resolutions, missing scores, and other anomalies from past administrations may impact your ability to successfully register students in upcoming administrations. Resolving and cleaning up student data now will help with registration for spring.

Considerations

- Do testers all have the correct PNP settings?

- Were all braille test takers registered prior to the precode deadline?

- What should be done for paper test takers needing embedded supports?

Reminder: Districts must complete the [2019–2020 Request for a Special Administration of an Online Assessment](#) request form for students that require paper with embedded supports.

- Requests for embedded supports materials intended for braille students must be requested from the Texas Assessment Support Center after the close of the paper registration window.

Precode Verification Report

Precode Verification Report

- Available in PDF and CSV formats after the paper registration window closes.

- Lists paper registrations and corresponding precode data

- Use to verify precodes and make corrections prior to close of precode test registration window

- Updated nightly

Precode Verification Report

- One record for each precoded answer document
- Available at the campus level
- Organized by campus, subject, student

NOTE: The CSV version of the Precode Verification Report will remain available for download once the PDF reports have been posted (two–three business days after the close of the precode test registration window.)

Late Precode Orders

Late Precode Orders

- Districts that miss the precode registration window will have an opportunity to request late precodes in the Assessment Management System for a fee.

- *Order > Late Precodes*

- Includes any new paper registrations or online registrations that were converted to paper.

- Shipped and tracked separately

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Late Precode Orders

- Districts ordering late precodes will be assessed a fee based on precode quantities as noted below:

  - Tier 1 (1 – 1,000 precodes): $150

  - Tier 2 (1,001 – 2,500 precodes): $200

  - Tier 3 (2,501 + precodes): $250

- **NOTE:** Materials ordered during the late precode window will not be delivered with the district's initial materials; instead, they will arrive on the **Wednesday** prior to testing.

Late Precode Orders

- Late Paper Registration Report

  - Available in CSV and PDF formats

  - Lists all paper registrations loaded in the system *after* the close of the "districts submit registrations for STAAR and STAAR Alternate 2 paper materials" precode window.

  - Report will be generated regardless of whether the district requested late precodes.

  - **Does not** include braille registrations entered in the system after the close of the precode window. Districts must contact the Texas Assessment Support Center to order additional braille materials.

Initial Materials

Initial Material Orders

- Beginning with the December 2019 EOC administration, the participation counts window is discontinued.

  - Initial material orders will be based on paper registrations entered into the Assessment Management System at the close of the precode registration window.

- **NEW:** Test Mode/Material Counts Report (*Reports>Orders*)

  - Identifies test material counts based on registrations

  - Updates nightly

  - Counts do not include 10% district overage

Test Administration	Organization Name	Organization Code	Subject	STAAR Large Print	STAAR Online	STAAR Oral Admin	STAAR Paper
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	Algebra I		8		2
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	Biology		10		2
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	English I		15		4
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	English II		53		1
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	U.S. History		15		2
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	Algebra I				2
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	Biology				4
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	English I				
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	English II				4
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	U.S. History				4
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 2	999999956	Algebra I				3

Initial Material Orders– December 2019

- Oral administration and large-print orders may be placed as additional materials orders in the Assessment Management System (*Orders > Additional Materials*)

- For these materials only, the Additional Materials order window will be opened during the precode registration window.

  - Orders placed as additional material orders packaged at the district level

  - Tracked separately from initial orders

  - Shipped with initial materials

Initial Material Orders– Spring 2020

- **NEW:** Initial Orders

- Identifies test material counts based on registrations

- Allows for input of additional material counts to be provided above initial materials based on registrations (no limit on increase)

- Provides total sum of test booklets by type

- Counts do not include 10% district overage

Upcoming Trainings

Training

- ESC Training: October 3, 2020
- Texas Assessment Conference: November 2–5, 2019
- Webinar Trainings:
  - https://www.texasassessment.gov/administrators/training/
  - View past webinar trainings
  - Register for upcoming webinars

Questions

Customer Support

- Texas Assessment Support Center

- Monday–Friday

- 8:00 a.m.–5:00 p.m. (CT)

- 855–333–7770

- STAAREOC@ets.org or STAAR3–8@ets.org